

SkillsLink News

Spring 1991

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Thanks for reading *SkillsLink News!* In response to the first issue of SkillsLink News, many of you

requested the SkillsLink demonstration diskette and the SkillsLink condensed subject list. It's not too late. You can still order simply by contacting us.

As promised, this Spring issue will provide you with what we hope are helpful tips and tricks on using SkillsLink. Let us know what you think. Your feedback is important to us.

News About You

SkillsLink users are starting a trend. Increasingly, you are organizing internal meetings



where you want to show off the new service you

are providing to your clients--namely, SkillsLink! We at Ontario Training Corporation can assist you by providing you with a *customized SkillsLink information sheet which explains the service and informs your clients or staff that they can access SkillsLink through you!*

Several SkillsLink customers have already taken advantage of this new service from the SkillsLink marketing department. Contact us at 969-2438 if you would like to arrange for your own internal information sheet.

Of course, we are always happy to provide you with

demonstration diskettes, or to come in person to give on-site SkillsLink presentations.

You asked for it

As you know, SkillsLink can print a formatted, paginated report with a table of contents for you after you sign off. Until recently, there was an upper limit of 25 listings that could be printed in one report. You told us you wanted more, so we have given you more...



The maximum number of listings that can be transmitted to your computer for printing has been raised to 50 per session.*

SkillsLink Tips & Tricks

Some of our SkillsLink customers have told us they are not sure at which point the online connect charges start.



Here are the facts about online connect charges:

- We pay the telecommunications phone line charges from *anywhere* in Ontario;
- There is *no charge* for 'parking' in the Main Menu, or for browsing in the 'How To' and 'Services' sections on the main menu.

You only pay for the time you spend when you select any of options one through nine on the main menu.

For those of you who wish to have more control over the amount of time and money spent online, we offer annual blocks of time at a discount. Purchasing in blocks makes your planning and monitoring easier *and* can save you up to 30% off the regular connect rate.

Call us for more information on how we can tailor your payment options to best suit your needs.

Switching Language is Easy

SkillsLink allows you to search in the language of your choice for training delivered in either language. You can *switch language from two places on SkillsLink:*

- You can always switch language from the main menu by choosing option 13.

(continued on reverse)

What SkillsLink clients say...

"I used to wade through a file that was an inch thick with material on courses, colleges and private trainers. It took time, so I went to SkillsLink. We wanted courses on microcomputer skills, programming languages and local area networks. SkillsLink was very responsive and easy to work with. I got over 100 course listings. It was the quality of service I like to give to our own clients and I would recommend it to others."

Barry Billings, President,
Office Automation Systems,
Guelph, Ontario

* SingleSearch clients please note that up to 25 listings are still included with each custom report.

- From the subject category screen within any search, you can choose the "Switch language" option.

For example, if you do a search for training given in English and then choose number 2 (French data) from the switch language options, SkillsLink automatically repeats your search for training delivered in French without requiring you to know the equivalent French phrase.

SkillsLink Statistics

As of the end of March, SkillsLink contained over 70,000 workplace training resources from over 1,220 training organizations!!

Here's a breakdown of these resources by type of training:

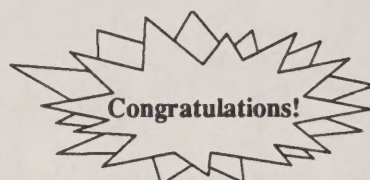
- Seminars & Workshops 9,300
- Training Consultants 300
- Self-study materials 12,000
- Cont. Ed. courses 9,700
- Cont. Ed. programs 1,000
- Full-time courses 35,500
- Full-time programs 2,800

We're Here, We're There, We're Everywhere!

Since our inaugural issue of SkillsLink News, we've done presentations and demonstrations for many individuals and groups, including the Special Libraries Association, Toronto Online Users' Group, the Ontario Government Libraries Council, and the Education Forum of the Ontario Public Service. Let us know if you would like us to be part of the next meeting of your association or interest group.

From the time we launched SkillsLink in May of 1990, we

have had the pleasure of seeing many of you at a dozen conferences. Most recently, we were happy to see you at the Human Resources Professionals Association of Ontario (HRPAO) Annual Conference on April 3, 4 and 5, 1991 at the Metro Toronto Convention Centre.

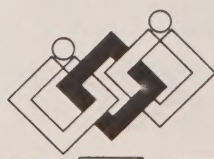


Congratulations to Carol Seare, Marketing Representative, Personal Safety Programs for Dupont Canada! She is the winner of the cordless phone draw at the HRPAO 1991 Conference. Carol is responsible for running and marketing Dupont's award winning Rape Prevention Workshop, that has just been introduced to the Canadian marketplace.

Members of the Canadian Manufacturers' Association will see us at the Canadian Manufacturers' Association's Human Resources Conference, June 20, 1991 at the Chestnut Hotel, in Toronto.

What's Next?

During the Spring, we will be introducing another way to talk with you -- an online SkillsLink survey. We will ask for your electronic feedback to a few questions "live" online over the next two months. It will only take a few minutes of your time and of course, won't cost you a cent.

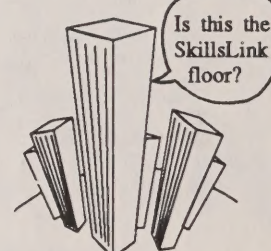


In the next issue of SkillsLink News, not only will we continue to update you on what we do, we will report on the results of this first online survey. As well, we will introduce you to members of the SkillsLink Team.

In the meantime, your comments and suggestions are always appreciated. So contact us by phone or fax, or send us a note online through option 15 of the main menu.

Skillslink Trivia

Did you know...that if you printed out the entire contents of SkillsLink on paper, you would be standing in front of a pile of paper as high as a four-storey building?



Did you know...that during our first year of talking to and visiting potential and existing SkillsLink clients, all our SkillsLink Client Services and Sales staff said the word "SkillsLink" over 50,000 times?

SkillsLink "Training Decisions Made Simple!"

Contact us at:
(416) 969-2438 or
1-800-268-0248 or
Fax: (416) 975-0782

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